



Non-Appropriated Fund Vacancy ANNOUNCEMENT NUMBER NAF-2015-28

Opening Date: 25 March 2015

Closing Date: Open Continuous Until
22 May 2015

Position: Child and Youth Program Assistant, CY-1702-01/02

Salary: Entry Level: \$11.20, Intermediate Level: \$12.23, Target Level: \$13.72. NOTE: New hires will be placed into Entry Level until completion of orientation, then into the appropriate level based on proof of qualifications and experience.

Employment Category: Flexible, 0-29 hours per week, without benefits.

Location: Child Development Center or Youth Center, Naval Submarine Base, Kings Bay, GA

Area of Consideration: General public and Military Spouse Preference Eligibles

Duties: Provide developmental care and instruction for children/youth from 6 weeks to 18 years. Routine assignments are performed independently with technical assistance from supervisor when required. Assignments are spot checked; the more technical assignments are closely reviewed for adherence to policies, procedures, and instructions. Duties and responsibilities have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities.

Qualifications:

- Must be at least 18 years old, have a High School Diploma or equivalent. (Note: A minimum of a CDA or be enrolled in an associate's or baccalaureate degree program and annually able to show continuous progress in a related degree to Early Childhood Education is a plus.)
- Ability to communicate effectively in English, both orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to complete all DoN training requirements within the specified time frames.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.
- Ability to favorably complete all required State and National Agency Background Checks.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free of communicable disease. NOTE: Annual influenza immunization is required.
- Ability to obtain a food-handlers card.

Physical Demands and Work Environment: Work requires considerable walking, standing, bending, stooping and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include a Government vehicle to transport children or youth). However, most of the work is done in classroom settings or activity areas, and no special, physical demands are made upon the incumbent. Work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of child and youth activities, programs, and services, such as exposure to disease and injuries from lifting.

Knowledge and Skills Required: The duties of the entry level position are developmental in nature and designed to provide experience to qualify for intermediate and target level position. Positions will be filled at the entry level and upgraded upon proof of experience and education.

Basis of Review: Applicants will be evaluated based on experience and qualifications described above and presented in written format.

Condition of Employment: Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain pre-employment and maintain annual immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Test Designated Position: In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003 this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.